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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DDO

EXTENSION

NO.

PERS

78-1590

DATE _____

TO: (Officer designation, room number, and building)

DATE _____

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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D/OP

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Re: DSO Sentential
Panel
12

CONFIDENTIAL

78-1590
DD/O78-3147

12 MAY 1978

MEMORANDUM FOR : Director of Personnel

FROM : John N. McMahon
Deputy Director for Operations

SUBJECT : Career Service Panels for Secretarial
and Clerical Personnel

REFERENCE : Your Memorandum (PERS 78-1488)
dated 4 May 1978, Same Subject

1. The Operations Directorate created a Career Service-level structure for its GS-07/11 secretaries and clerical personnel in November 1976 which meets the criteria set forth in the DDCI's memorandum of 13 April 1978. As you are aware, the DO also began competitive evaluation of its senior secretaries and clericals (GS-07 and above) in May 1977 and now is into its second year of these evaluations. Career counseling, training, development and assignment opportunities also are offered to junior secretaries and clericals below the GS-07 level.

2. Attached at Tab A is a copy of the Personnel Evaluation Handbook for this Directorate with all the materials used by the panel members who serve on the Secretarial/Clerical Boards. This particular copy is the one for the GS-07 Secretarial/Clerical Evaluation Board currently in session. Approximately 550 GS-07 Operations Directorate clerical employees are being evaluated, ranked and, where appropriate, recommended for development and/or counseling by 12 panel members. The Operations Directorate has found it most prudent to use GS-13/14 officers as panel members, augmented by senior secretaries and other clerical specialists.

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3. As an integral part of the Operations Directorate reduction exercise, Evaluation Boards also were held in Fall 1977 to extend the process to all secretaries and clericals from GS-05 through GS-09.

4. This Directorate took steps some months ago to encourage wherever possible the selection of secretaries for senior positions through the use of panel rankings. This proved successful in most cases with probably the most notable being the selection of the secretary for Mr. John Stein from the top ten percent of the GS-09 secretaries evaluated by the FY 77 Board. C/CMS has issued the instructions (attached at Tab B) to cover assignments to all GS-08 and above secretarial positions.

[Redacted Signature]

John N. McMahon

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Attachments

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